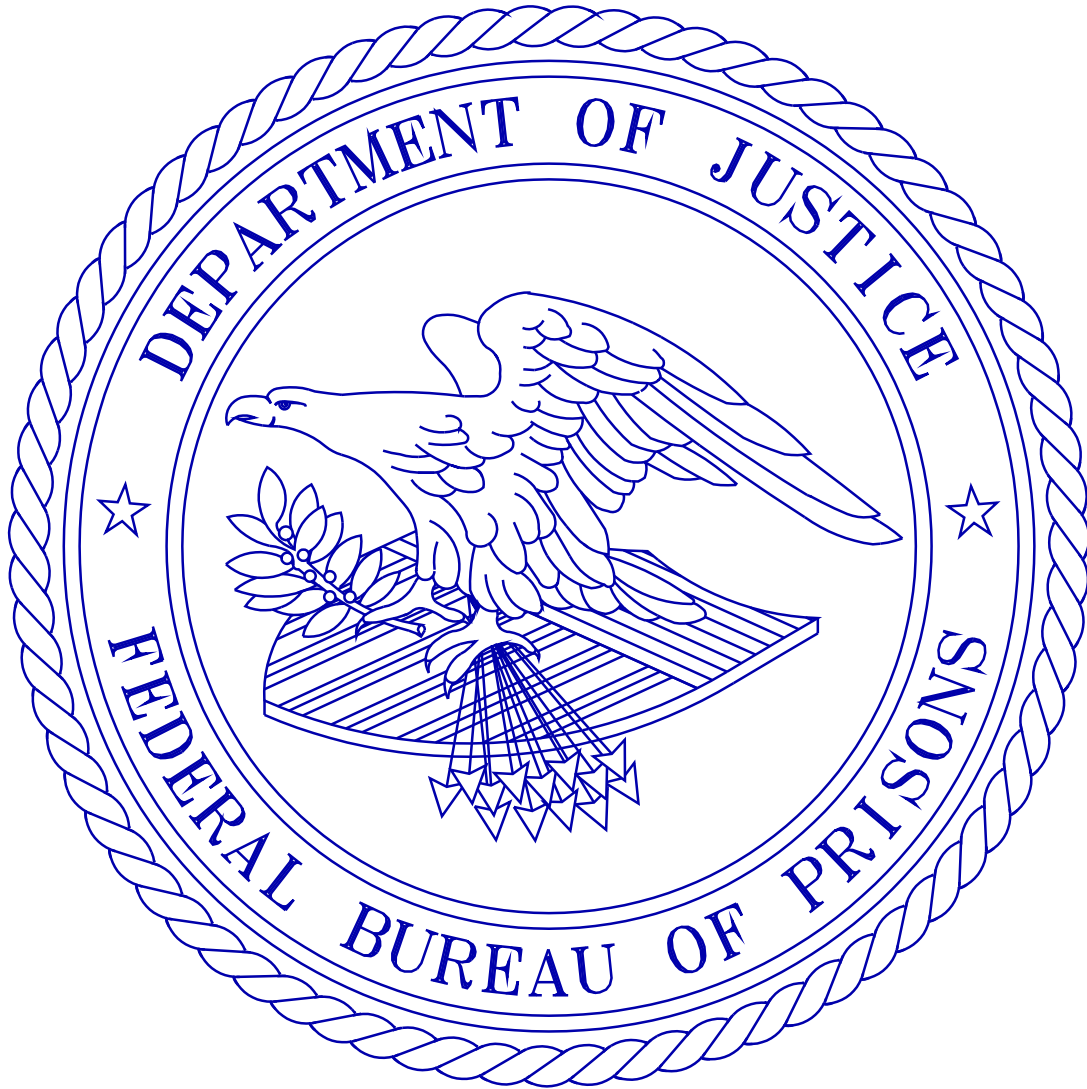


**ADMISSION AND ORIENTATION  
HANDBOOK**



**FEDERAL CORRECTIONAL INSTITUTION  
CUMBERLAND, MARYLAND**

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**Inmate Information Handbook**  
**Federal Bureau of Prisons**  
**FCI Cumberland**

**INTRODUCTION**

The purpose of this handbook is to provide incoming inmates with general information regarding the Bureau of Prisons, its programs, and institution rules and regulations. It is not a specific guide to the detailed policies of the prison system or all procedures in effect at each Bureau of Prisons institution. That information is available in the Program Statements located in the inmate law library. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to institution life.

**INTAKE, CLASSIFICATION AND THE UNIT TEAM**

ADMISSION & ORIENTATION

Inmates are given social and medical screening at the time of arrival and will be screened by the Psychology personnel.

Ordinarily, for the first two weeks of an inmate's stay at this institution, the inmate will be assigned to the Admission and Orientation (A&O) Program. While in A&O, inmates will learn about the programs, services, policies, and procedures regarding this facility. Inmates in A&O will also receive presentations from various staff regarding their programs and departments. At the end of the A&O Program, inmates will be assigned to a job as long as they are medically cleared for duty.

CLASSIFICATION TEAMS (UNIT TEAMS)

This institution, as with almost all other Bureau of Prisons institutions, is organized into a unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for the inmates living in that unit. The unit staff offices are located in the units so staff and inmates can be accessible to each other. The unit staff includes a Unit Manager, two Case Managers, two Counselors and one Unit Secretary. A Staff Psychologist, Education

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Advisor and Unit Officer are also considered to be unit staff, and may be present during Unit Teams.

Inmates are assigned to a specific Unit Team and generally, the resolution of issues or matters of interest while at the institution are most often initiated with the Unit Team. Unit Team members are available to assist in many areas, including visiting matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while incarcerated. Ordinarily, a member of the unit staff will be at the institution weekdays from 7:30 a.m. to 9:00 p.m., and from 7:30 a.m. to 4:00 p.m. on weekends and holidays. The Unit Team members usually schedule their working hours in such a manner that at least one staff member will be available at times when inmates are not working.

**GENERAL FUNCTIONS OF UNIT STAFF**

UNIT MANAGER

The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. He/She is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and ordinarily chairs all Unit Discipline Committees.

CASE MANAGER

The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He or she is responsible to the Unit Manager on a daily basis. The Case Manager serves as a liaison between the inmate, the administration and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

CORRECTIONAL COUNSELOR

The Counselor provides counseling and guidance for inmates in their assigned unit regarding institutional adjustment, personal difficulties and plans for the future. He or she plays a leading role in all segments of unit programs and is a member of the Unit Team. The Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. The Counselor is a frequent member of the Unit Discipline Committee.

UNIT SECRETARY

The Unit Secretary performs clerical and administrative duties for unit staff. The Secretary may sit in as a member of the Unit Team.

UNIT OFFICER

The Unit Officers have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit Officers are jointly supervised by the Unit Manager and the Captain during his/her unit assignment.

COMMUNICATIONS

There is usually a unit staff member available each day of the week and most evenings until 9:00 p.m. Personal questions and requests should be submitted to staff members in person and/or utilizing the Inmate Request to Staff Member form, (Cop-out). The unit bulletin boards contain written communication of interest to

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inmates. Unit Managers may utilize Town Hall meetings at his/her discretion to foster improved communications.

PROGRAM REVIEWS

Program reviews will be held every 90 days for inmates with one year or less remaining to be served, or every 180 days for inmates with more than one year remaining. These are held by the Unit Teams to review program participation, work assignments, custody, FRP payment compliance, institutional adjustment, etc. The Unit Team also makes recommendations regarding transfers and residential re-entry center placements. This is also the opportunity for inmates to request program changes (i.e. transfers and RRP consideration).

TOWN HALL MEETINGS

Town hall meetings are held periodically to make announcements and discuss changes in the policy and procedures. Inmates are encouraged to ask pertinent questions of staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal questions will be resolved by unit staff members during Open House hours.

**DAILY INMATE LIFE**

CELL SANITATION

It is the inmate's responsibility to check his living area immediately after being assigned there and to report damage to the Correctional Officer, Case Manager, or Counselor. An inmate may be held financially responsible for any damage to his assigned cell.

All inmate quarters will be in order prior to the 7:30 a.m. work call. It is expected that all inmate quarters will be ready for inspection between the hours of 7:30 a.m. to 4:00 p.m. Failure to follow the below listed sanitation expectations will result in a possible disciplinary action, to include, Loss of Quarters, Commissary, Recreation privileges, Loss of Job, Confiscation of Contraband, Impounding of Personal Property, Extra Duty and Restriction to Quarters.

- All beds are to be made daily in military fashion including a 6" collar. Beds will be made each weekday by 7:30 a.m. On weekends and holidays, beds will be made by 10:30 a.m. If an inmate is unassigned, on day off or vacation, he may lay on top of the made bed without the use of sheets or blankets. Each inmate is responsible for the cleaning and sanitation of his room. At no time will a mattress be removed from a bunk and placed on the floor.
- Cell floors will be swept and mopped daily, and periodically stripped and waxed with the permission of the Unit Manager. The only items authorized to be on cell floors are shoes, which will be neatly aligned underneath the beds. Any other personal property items, to include, food items, bowls, books, toilet paper, detergent boxes, soda cans, towels, blankets, legal materials, hobby craft items, photo albums, etc., is unauthorized for storage on the floor or underneath the bed, and will be confiscated.
- Trash cans will be emptied daily prior to the 7:30 a.m. work call and as often as necessary to ensure proper sanitation. Trash bags are not permitted

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for placement in trash cans, and will not be used to store shoes, clothing or other items.

- Retention of containers in which the original contents have been consumed, are prohibited, i.e., juice bottles, peanut butter jars, etc. Cleaning supplies will not be stored in containers as noted above, nor will unit cleaning supplies be kept in individual cells for convenience. This includes, but is not limited to brooms, dust pans, scouring powder/pads, etc.
- Except when explicitly authorized in writing, removal of food from the dining room is not permitted, with the exception of fresh fruit items. Fruit must be consumed before it spoils.
- The only items authorized for placement on top of the locker is one religious book and one picture frame. All other photographs should be placed on the bulletin boards. Towels and other coverings on top of lockers is prohibited and will be subject to confiscation.
- Each inmate is responsible for ensuring lights, vents, windows, and door windows are not covered and/or blocked in any fashion. These areas will be cleaned daily and free of dust. The physical structure of the room will not be altered in any manner.
- Homemade clothing lines of any type are prohibited. Additionally, clothing will not be hung from light fixtures, vents bed rails or windows.
- Cooking utensils to include bowls and cups will be appropriately stored in a locker. If necessary, bowls and cups in plain view, for example, on the shelf will be limited to one each per person, and will be cleaned prior to placement on the shelf. All others will be considered excessive and subject to confiscation. Additionally, bowls will not be stored in lockers with perishable food inside. All bowls found in lockers with perishable food will be considered contraband and disposed of accordingly.
- Personal photos, calenders (not depicting people), and food service menu cannot be posted on the wall, but can be posted on the bulletin boards. Pictures torn from magazines are not permitted on bulletin boards or desk.
- Towels, blankets or sheets will not be placed on the floor as rugs or draft stoppers. If found, these items are subject to confiscation.

PERSONAL PROPERTY LIMITS AND STORAGE

Only items issued through regular channels, purchased at the commissary or through special purchase orders are authorized for retention. The number of items which may be retained by an inmate are limited for sanitation and security reasons. The following list is not all-inclusive, but is a guide to the kind of items an inmate may be authorized. A complete list of the types and numbers of approved personal property can be found in the appropriate Institution Supplement and posted on bulletin boards in the housing units. Inmates may not give any items of value to another inmate, i.e., radio, watch, sneakers and Commissary items.

**STORAGE SPACE** - Storage space consists of an individual locker which can be secured with locks purchased in the institution commissary. Footwear may be neatly placed under the bed. The amount of personal property each inmate is allowed is limited to those items which can be neatly and safely placed in the space designated. Under no circumstances will any materials be accumulated to the point where they become a fire or sanitation hazard.

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*CLOTHING* - Civilian clothing of any type (except athletic apparel) is not authorized. All clothing is to be neatly stored in the individual locker. A limited number of personal sweatshirts, sweat pants and thermal underwear is permitted. Individual washcloths and towels are issued to inmates.

*SPECIAL PURCHASE ITEMS* - Special Purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property.

*LEGAL MATERIALS* - Legal material must be stored in your locker. Under no circumstances will legal material be stored outside of lockers, without authorization from the Unit Manager. If approval is granted, those legal materials will not be stored in card board boxes.

*HOBBY CRAFT MATERIALS* - Hobby shop raw materials are only to be stored in the recreation area with permission of the Recreation Supervisor. Completed hobby craft work must be disposed of within 30 days of completion. In most cases, hobby craft materials are not permitted in the housing unit.

*COMMISSARY ITEMS* - Special limits apply for items such as stamps, books, etc. All Commissary items must be stored in an inmate's individual locker.

*FOOD STORAGE* - Food items that are left open create a health hazard. These items must be properly sealed at all times. Containers must be disposed of immediately upon being emptied of their original content.

*LETTERS, BOOKS, PHOTOGRAPHS, NEWSPAPERS AND MAGAZINES* - An inmate will be limited to five magazines less than three months old, five books (excluding current school and VT books) and newspapers less than two weeks from the publishing date. One picture in a frame without glass may be displayed. Nothing is to be tacked, glued, or scotch taped to any surface outside of the lockers.

*SPORTS AND MEDICAL EQUIPMENT* - A limited amount of sports equipment and a harmonica may be maintained in the unit. Inmates are allowed to play musical instruments in designated musical areas only.

*RADIOS AND WATCHES* - An inmate may not own or possess more than one approved radio, one set of headphones and one watch at any one time. Proof of ownership through appropriate property receipts will be required. Watches may not have a value exceeding \$100.00. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's registration number. Only walkman-type radios are permitted, and headphones are required at all times.

*JEWELRY* - Inmates may have a plain wedding band (without stones) and, with prior approval, a chain and religious medal without stones. The value of these items is not to exceed \$100.00 each.

**UNIT ACTIVITIES**

In order to minimize maintenance costs, permit uniform inspection and search procedures, and maintain orderly congregate living, institutions impose reasonable regulations on inmate conduct and furnishings in housing units. Unit staff will inspect the unit and the individual rooms on a daily basis. Failure to follow the below listed unit rules will result in a possible disciplinary action, to include, Loss of Quarters, Commissary, Recreation privileges, Loss of Job, Confiscation of Contraband, Impounding of Personal Property, Extra Duty and Restriction to Quarters.

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- Each individual will conduct himself in a manner that creates an atmosphere of order and respect for the rights of others.
- Loud talking, running, horseplay, etc., will not be tolerated. The gymnasium and recreation field are the proper places for gymnastics and exercises. They will not be permitted in the unit.
- Table games to include dominoes, cards, chess, checkers, etc., are strictly prohibited in the unit's common area between the hours of 7:30 a.m. and 4:00 p.m. Inmates are permitted to play games in the common area from 4:30 p.m. to 10:00 p.m. Monday through Fridays and all day on weekends and holidays. All common area games will cease at 10:00 p.m. Games will not be permitted in the television rooms. Table games cannot be stored in individual cells.
- Gambling in any form is strictly prohibited.
- Orderlies will work 37 hours per week and are responsible for the unit sanitation. However, everyone is responsible for cleaning after themselves. Trash and wastebaskets are to be emptied prior to 7:30 a.m. each day.
- Showers are available Monday through Fridays between the hours of 6:00 a.m. and 7:30 a.m. and after the 4:00 p.m. count clears until lock down. On weekends, showers are open all day. However, inmates may not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day in the shower designated for that purpose as long as showering does not interfere with the cleaning of the unit. Cleaning times will be posted in every unit.
- Monday through Fridays, during the hours of 7:30 a.m. to 4:00 p.m., with the exception of federal holidays, inmates are required to wear the khaki uniform with the shirt tail tucked in. The exception to this is for those inmates who are on idle, vacation or on their days off. However, during the serving of the noon meals on work days, all inmates attending the dining hall will be in the required khaki uniform with the shirt tucked in. Sweat shirts must be worn under the khaki shirt.
- Steel-toed safety shoes must be worn to work, including orderly positions in the unit. Shoes or sneakers are to be worn in the dining room area.
- Unit televisions may be viewed during established off-duty hours, which generally coincide with the hours rooms are unlocked. During normal working hours, the television may be viewed at the discretion of the Unit Officer.
- Personal radios may be played in an individual's room, but headphones must be used. Radios and headphones will not be allowed in the dining room.
- Every room is equipped with a duress button. These are to be used for emergency purposes only. Any inmate who misuses this equipment may be subject to disciplinary action.
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**SAFETY**

SAFETY INSPECTIONS

Inspections for sanitation, misuse of equipment, safety of hazards and the presence of contraband will be made by staff on a daily basis. Failure to comply



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with these standards on an individual basis may result in disciplinary action.

- Card board boxes as well as shoe boxes creates a fire hazard, and will not be used under any circumstances to store legal materials, food and/or supplies. If found, all boxes will be disposed of appropriately.
- Spray bottles and other cleaning supplies will be issued from the unit sanitation supply rooms. Under no circumstance will an inmate be allowed to possess a personal spray bottle. All spray bottles will be issued as needed and returned upon completion. Inmates will not leave spray bottles in their assigned quarters unattended. Once finished, the spray bottle will be returned to the unit sanitation supply room. All spray bottles must bear the appropriate label of contents.
- Toilet paper will be issued once a week. Only one roll per inmate will be issued. Excess toilet paper will not be stored in the individual cells. Each inmate is authorized no more than two rolls of toilet paper at a time. Any excess toilet paper will be confiscated by staff.
- Make-shift and/or spliced electrical cords constitute a safety hazard and will not be permitted.
- Equipment must be used with care at all times. Abuse may result in barring inmates from using the equipment and the receipt of an Incident Report.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective clothing and equipment shall be provided and worn in accordance with 29 CFR, OSHA 1910 & 1926, or as deemed necessary by the Safety Manager.

Types of personal protective equipment

- Safety Shoes
- Hearing Protection
- Eye Protection
- Other (i.e. respirators, hard hats, rubber gloves)

INMATE TRAINING

All inmates shall be provided a safe work area, proper equipment with which to work, and detailed instructions in the safe way to perform work through the following;

- Initial training received during the A & O program.
- Initial Job Orientation (IJO) training received upon assignment to a job.
- Job Efficiency Training (Safety Talks) which is given each month on safety topics relevant to the work being performed on the detail.

CHEMICAL HAZARD COMMUNICATION PROGRAM-OSHA 1910.1200

**RIGHT TO KNOW LAW** - All persons working with and in the area of hazardous chemicals have the right to know of any risks involved.

**MATERIAL SAFETY DATA SHEETS** - Material Safety Data Sheets are located in all areas that each particular chemical is being used.

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*CONTAINERS* - All chemical containers, including spray bottles, will be properly labeled and appropriately stored. Inmates are not permitted to store chemicals in their cells.

*DISPOSAL* - All chemicals must be disposed of in an appropriate manner.

RECYCLING

At FCI Cumberland, products are recycled to include cardboard, white paper, newspaper, magazines, plastic, glass, tin cans, aluminum cans, tires, batteries, and antifreeze.

SMOKING / NO SMOKING AREAS

*FCI Cumberland is a tobacco free institution. No smoking or chewing of tobacco is PERMITTED*

INMATE ACCIDENT COMPENSATION

Inmate Accident Compensation may be awarded to inmates for injuries sustained while performing work assignments involving the operation or maintenance of a federal correctional facility, or in approved work assignments for other federal entities.

Lost-time wages may be awarded to inmates assigned to paid institutional work assignments involving the operation or maintenance of a federal correctional facility, or in approved work assignments for other federal entities for work-related injuries resulting in time lost from the work assignments.

Whenever an inmate worker is injured while in the performance of assigned duty, regardless of the extent of the injury, the inmate shall immediately report the injury to his work detail supervisor.

If an inmate worker is involved in successive accidents on a particular work site in a comparatively short period of time, regardless of whether injury occurs, and the circumstances of the accidents indicate an awkwardness or ineptitude that, in the opinion of the inmate's work supervisor, implies a danger of further accidents in task assigned, the inmate shall be assigned to another task or detail more suitable to the inmate's ability.

Work-related injuries, that may result in time lost from the work assignment, will be presented to the Safety Committee. The committee will make a determination of the injury's work-relatedness based on the available evidence and testimony. A determination of work-relatedness for purposes of awarding lost-time wages is not confirmation on the validity of any subsequent claim to receive compensation for work-related physical impairment or death.

An inmate may receive lost-time wages at the rate of 75% of the standard hourly rate for the number of regular work hours absent from work due to injury sustained in the performance of the assigned work. Lost-time wages are paid for time lost in excess of three consecutively scheduled workdays. The day of injury is considered to be the first workday regardless of the time of injury.

INMATE ACCIDENT FOR PERMANENT PHYSICAL IMPAIRMENT OR DEATH

No compensation for work-related injuries resulting in physical impairment shall be paid prior to an inmate's release.

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Compensation may only be paid for work-related injuries or claims alleging improper medical treatment of a work-related injury.

Compensation is not paid for injuries sustained during participation in institutional programs to include programs of a social, recreational, or community relations nature, or from maintenance of one's own living quarters. Furthermore, compensation shall not be paid for injuries suffered away from the work location (e.g., while the claimant is going to or leaving work, or going to or coming from lunch outside of the work station or area).

Injuries sustained by inmate workers willfully or with intent to injure someone else, or injuries suffered in any activity not related to the actual performance of the work assignment are not compensable, and no claim for compensation for such injuries will be approved. Willful violation of rules and regulations may result in denial of compensation for any resulting injury.

No more than 45 days prior to the date of an inmate's release, but no less than 15 days prior to this date, each inmate who feels that a residual physical impairment exists as a result of an industrial, institution, or other work-related injury shall submit a FPI 43, Inmate Claim for Compensation on Account of Work Injury.

Each claimant shall submit to a medical examination to determine the degree of physical impairment. Refusal or failure to submit to such a medical examination shall result in the forfeiture of all rights to compensation.

EXCLUSIVENESS OF REMEDY

Inmates who are subject to the provisions of these Inmate Accident Compensation regulations are barred from recovery under the Federal Tort Claims. Recovery under the Inmate Accident Compensation procedure is the exclusive remedy in the case of work-related injuries.

**SECURITY PROCEDURES**

LOCKDOWN COUNTS

One of the first realities of institutional life is Official Counts. It is necessary for the staff to count inmates on a regular basis. Cell doors will be locked during all official counts. During a count, inmates are expected to stay quietly in their cells until the count is announced clear. All inmates are expected to be standing during the 4:00 p.m. count and 10:00 a.m. count on weekends and holidays.

When an Official Count is announced, each inmate must return to his room and remain there quietly until it is announced clear. Official Counts will ordinarily be taken at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. (stand-up) and 9:00 p.m. An additional stand-up count will be conducted at 10:00 a.m. on weekends and holidays, and other counts may occur during the day and evening.

Staff may take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action may also be taken against inmates for leaving an assigned area before the count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened.

CALL-OUTS

Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings and other activities), and are posted each day

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after 4:00 p.m. on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept. Inmates are subject to disciplinary action for failure to report to call-outs.

CONTROLLED MOVEMENT

FCI Cumberland is regulated by controlled movement seven days a week. The purpose of controlled movement is to ensure that the movement of inmates is orderly.

On weekdays from 7:30 a.m. to 4:00 p.m., controlled movements will begin on the half hour and continue for the next 10 minutes. After 4:00 p.m. and on weekends and holidays, the move periods will begin approximately five minutes before the hour and end 5 minutes after the hour. The beginning and end of each move will be announced by staff over the intercom system. During the 10 minute period of controlled movement, inmates may move from one area of the institution to another without a pass or staff escort.

CONTRABAND

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer. Any item in an inmate's personal possession must be authorized, and a record of receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate, or loan items to other inmates. Items obtained in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

SEARCHES

Any staff member may search an inmate's person and/or room to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his room is inspected. The property and living area will be left substantially in the same general condition as found. These inspections will be unannounced and random.

DRUG SURVEILLANCE

The Bureau operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate may be subject to receiving an Incident Report.

ALCOHOL DETECTION

A program for alcohol surveillance is in effect at this institution. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test may result in the issuance of an

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Incident Report. Refusal to submit to the test may also result in an Incident Report.

FIRE PREVENTION AND CONTROL

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire drills will be conducted and fire inspections will be made by qualified professionals.

**PROGRAMS AND SERVICES**

IDENTIFICATION CARDS

Inmates are required to have their identification card in their possession whenever they leave the housing unit. Inmates may not give their identification card to another inmate for any reason.

WAKE-UP

General wake-up for all inmates will be when the cell doors are unlocked. It is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to maintain a clean room or arrive at work on time may be subject to disciplinary action.

CLOTHING EXCHANGE AND LAUNDRY

The laundry exchange line will be open for all inmates Monday through Friday from 6:00 a.m. to 7:20 a.m. Last call will be announced at 6:50 a.m.

Exchanges and alterations will be by appointments only. The appointment will be made by submitting a Copout to laundry staff during the laundry exchange line. Inmates will then be placed on Callout for their appointment.

On linen exchange day, inmates will drop off and pick up at the same time. Sheets and pillow cases must be exchanged as a set. The inmate must bring two sheets and one pillow case to exchange these items.

The laundry will issue hygiene items, stationery supplies on Thursday's only.

The following is the daily exchange line schedule:

MON	Bag wash day for the entire population. One bag only per inmate (white or dark, no mixing). Pick up the bag from Friday's exchange.
TUE	Bag wash day for the entire population. One bag only per inmate (white or dark, no mixing). Pick up the bag from Monday exchange.
WED	Linen exchange for the entire population. Two sheets and one pillow case must be presented for linen exchange. Pick up the bag from Tuesday's exchange.
THU	Bag wash day for the entire population. One bag only per inmate (white or dark, no mixing). No bag pick up. Hygiene item and stationary supplies issue.
FRI	Bag wash for entire population. One bag only per inmate (white or dark,

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no mixing). Pick up the bag from Thursday exchange.

COMMISSARY

Inmate funds are retained by the institution in a trust fund from which the inmate may withdraw money for personal spending in the institution commissary, family support or other approved purposes. Accumulated institutional earnings and moneys sent from outside are given to the inmate upon release, or may be mailed home. FCI Cumberland utilizes the Trust Fund, Accounting and Commissary System or TRUFACS computerized commissary withdraw system that simplifies purchasing and gives the inmate an improved, up-to-date record of all account activity.

The commissary will conduct sales according to the inmate's housing unit. Commissary shopping lists will be accepted from 11:00 a.m. to 10 minutes after food service has been announced closed for the unit shopping that evening. Inmates will be permitted to shop once per week. After shopping, inmates must return to their units to store their purchases before going to another area of the institution.

On Monday and Wednesday a Debitex sale will be conducted from 11:00 a.m. to 10 minutes after food service has been announced closed. On Friday's, Debitex and photo ticket sales will be conducted from 11:00 a.m. to 10 minutes after food service has been announced closed.

Regular sales will be conducted after the 4:00 p.m. count until 8:30 p.m. on Monday through Thursday. Inmates who work the evening shift on their scheduled shopping night will be permitted to shop on Wednesday afternoon from 1:30 p.m. to 3:00 p.m. Only those inmates who are on the approved shopping list for this early sale will be permitted to shop. Evening shift inmates must have their names submitted by their work detail supervisor no later than 4:00 p.m. on Tuesday of the same week. All commissary lists for this sale must be submitted from 11:00 a.m. to 10 minutes after food service has been announced closed.

The shopping day sequence for FCI Cumberland will be rotated on a quarterly basis and the schedule will be posted on the commissary bulletin board along with a current shopping list.

If problems or questions arise regarding an account, inmates can submit a Copout to the Financial Management Department, the Trust Fund Supervisor or the Cashier. All receipts or papers you may need to document your problem should be retained.

ITS 2000 (INMATE TELEPHONE SYSTEM)

There are telephones in each housing unit for inmate use. Inmates may only use the telephone in their assigned housing units. Telephones are to be used to maintain family and community ties within lawful boundaries. See the section on **CONTACT WITH THE COMMUNITY AND PUBLIC** for more information regarding allowable and prohibited telephone usage.

During the institution Admission & Orientation program, a Business Office representative will give each inmate a copy of the Inmate Telephone System (ITS) guide and dialing instructions. In order for an inmate to use the debit system of the ITS, the inmate must purchase phone credits through the phone system. Inmates may purchase phone credits from 4:30 p.m. to 11:30 p.m. each weekday, and anytime during the weekend. The system will allow two transfers per day. We do not deduct telephone credits from the inmate's monthly spending limit. ITS credits will not be credited back to the inmate's commissary account except for the following;

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- To correct an administrative error made by staff
- Inmates who are on telephone restriction for more than ten 10 days
- Release from the institution.

An inmate maybe subject to disciplinary sanctions for abuse of the telephone privileges.

A Phone Access Code or PAC number is a nine-digit number that allows an inmate to use the telephone system. Staff establish this code for an inmate upon his arrival at any institution. All inmates should treat their code number as strictly confidential, and will not share this number with any other inmate. **You are responsible and maybe subject to disciplinary action if another inmate acquires or uses your PAC number or telephone account. No other inmate may use your telephone account.** Sharing or selling of the PAC numbers between inmates will result in disciplinary action. To obtain a new or replacement PAC number for any reason, they will require the inmate to pay \$5 to defray the cost of establishing the new PAC number.

All inmate telephones are subject to monitoring and recording. To arrange an unmonitored attorney call, inmates will need to submit a Copout to a member of their Unit Team. Inmates are allowed a total of 30 approved telephone numbers on their telephone list. This includes numbers for collect calls. Three changes to approved phone lists may be submitted each month.

The telephone system normally operates according to the following hours;

<i>MONDAY THROUGH FRIDAYS</i>	6:00 a.m. to 8:00 a.m.
	10:30 a.m. to 12:30 p.m.
	3:00 p.m. to 11:30 p.m.

<i>SATURDAY, SUNDAY &amp; HOLIDAYS</i>	6:30 a.m. to 11:30 p.m.
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Institutional phones may not be used without permission of a staff member.

SPENDING LIMITATIONS

An Automated Inquiry Machine (AIM) will be provided for inmates to check their account balances. Inmates may also use the ITS to check their account balances after 4:30 p.m. each day. The AIM is located in the commissary sales area and can be utilized by an inmate entering his register number and a PIN number that is assigned by Commissary staff. Inmates are not permitted to loiter in the AIM area. Any willful or malicious damage to the AIM may result in disciplinary action.

The Bureau expenditure limitation will be computed on various times throughout the month depending upon the fifth digit of the inmates register number. The following is the validation schedule:

<i>FIFTH DIGIT</i>	<i>DAY OF THE MONTH</i>
0	1 <sup>st</sup>
1	4 <sup>th</sup>
2	7 <sup>th</sup>
3	10 <sup>th</sup>
4	13 <sup>th</sup>
5	16 <sup>th</sup>
6	29 <sup>th</sup>

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7	22 <sup>nd</sup>
8	25 <sup>th</sup>
9	28 <sup>th</sup>

The monthly spending limit will be determined in accordance with Program Statement 4500.04, Chapter 4526. The spending limit is currently \$290.00 per month. Stamps, and phone credits are not charged against the monthly spending limitation. Special Purchase orders with a unit cost of \$100.00 or more must be approved in writing by the Chief Executive Officer.

Inmates that are FRP delinquent will be limited to the monthly spending limitation of \$25.00.

FINALITY OF SALES

Shoppers are advised that after the sales receipt is signed and the inmate has left the sales window, the sale is final. The commissary cannot accept returns, exchanges, and they cannot grant refunds. Items are to be inspected, shoes and clothing will be tried on or checked for proper size at the time of purchase at the sales window.

INMATE CONDUCT DURING SALES HOURS

Inmates are expected to conduct themselves in an orderly fashion during sales hours. Failure to maintain conduct in accordance with Bureau of Prisons policy and local guidelines may result in disciplinary action. The following are special rules for shopping during sales hours:

- No more than 20 inmates in the sales lobby at one time.
- The shopping list must contain the inmate's name and register number.
- No eating in or near the commissary.
- No loitering in or near the commissary.
- No arguing with the Commissary staff or inmate workers for any reason.

SPECIAL PURCHASE ORDERS

Special purchase orders can be requested for hobby craft items, religious articles and certain supplies. Request for special forms may be obtained from Recreation staff, the Chaplain, or the appropriate Correctional Counselor.

DEPOSITS TO ACCOUNTS

All funds being sent to inmates in the Bureau of Prisons custody must be sent to the National Lock Box at the following address:

Federal Bureau of Prisons  
Insert Inmate Name  
Insert Inmate Register Number  
Post Office box 474701  
Des Moines, IA. 50947-0001

Please Notify all persons who send you funds that they must send all funds to the national Lock Box mailing address above and they must adhere to the following to avoid unnecessary delays in posting:

- ✓ Print the inmate's committed name (no nicknames or aliases) and register number on all negotiable instruments and envelopes.



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- ✓ Print legibly on both the negotiable instrument and envelope.
- ✓ Print the return address legibly in the upper left hand corner of envelope to ensure that funds can be returned in the event the funds cannot be posted to the inmate's account.
- ✓ Use regular-sized envelopes (letter or legal size).

**DO NOT** send funds directly to the institution. These funds will be returned to the sender.

**DO NOT** send greeting cards, letters, pictures, or any other personal items in the envelope. These items will be destroyed.

**DO NOT** send cash, coins, or personal checks.

**DO NOT** send legal documents or forms. These cannot be forwarded to the inmate.

Deposits to the Inmate Deposit Fund Accounts from outside sources are accomplished through the Lock Box Program (Centralized Banking). Checks and other Negotiable Instruments will be received and posted in accordance with Program Statement 2000.2, Chapter 10967. All domestic, non-domestic and foreign negotiable instruments shall be placed on hold. Domestic business checks shall be held 15 days. Non-domestic and foreign negotiable instruments shall be held 45 days. The holding period shall begin the day Lock Box enters the instrument into TRUFACS (Trust Fund, Accounting and Commissary System). Negotiable instruments with expired validity dates shall not be accepted.

The following items shall not be held and funds shall be made available immediately:

- ✓U.S. Postal Money Orders
- ✓U.S. Treasury Checks
- ✓U.S. Government-issued drafts
- ✓State, County, and Municipal checks
- ✓Checks from privately contracted correctional facilities
- ✓Cashier's Checks
- ✓Domestic Money Orders
- ✓Postal Money Orders issued by U.S. territories listed in P.S. 2000.2
- ✓Canadian Postal Money Orders - if they are addressed to a payee within the U.S. and the amount is expressed in U.S. currency.

In addition to the lock box program inmate families and friends may also send inmate funds through Western Union's Quick Collect Program. **All funds sent via Western Union's quick collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week including holidays).** Funds received after 9:00 p.m. EST will be posted by 9:00 a.m. EST the following morning. Funds sent to an inmate through Western Union Quick Collect may be sent via one of the following ways:

- 1) **At an agent location with cash:** The inmate's family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent they may call (800)325-6000 or go to [www.westernunion.com](http://www.westernunion.com).
- 2) **By phone using a credit /debit card:** The inmate's family or friends may simply call (800)634-3422 and press option 2.
- 3) **Online using a credit/debit card:** The inmate's family and friends may go to [www.westernunion.com](http://www.westernunion.com).

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- 1) Select Bill Payment
- 2) Select Quick Collect

For each Western Union quick Collect transaction, the following information must be provided:

- 1) Inmate Register Number
- 2) Inmate Name
- 3) City Code: FBOP
- 4) State Code: DC

Please note that the inmate name and register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. **The City Code will always be: FBOP and the state Code will always be : DC.**

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

Any questions or concerns regarding Western Union Transfers should be directed to Western Union by the sender (general public). Western Union customer service can be reached at (800)238-5772, press one, and then zero.

COMMISSARY FUNDS WITHDRAWAL

Standard Form BP-199, Request for Withdrawal of Inmates Personal Funds is provided by the institution for the withdrawal of inmate funds from Commissary accounts. All requests for fund withdrawals must be completed on the bubble form in blue or black ink. Unit Managers are the approving officials for withdrawals up to \$250.00. Any request for withdrawal exceeding \$250.00 shall be approved by the Associate Warden of Programs. Withdrawals for education and leisure time items must be approved by the Supervisor of Education. The Standard Form BP-199 shall be used for all authorized withdrawals listed in Program Statement 2000.2.

JOB ASSIGNMENTS

All inmates are expected to maintain a regular job assignment. Most job assignments are controlled through the Performance Pay System which provides monetary payment for work. The current pay scale is as follows;

Grade 4 - \$.12 per hour  
Grade 3 - \$.17 per hour  
Grade 2 - \$.29 per hour  
Grade 1 - \$.40 per hour

Failure to pay fines and other monetary obligations, or failure to participate in the required drug education or to show progress towards educational goals may result in pay restrictions. Unit staff approve job changes and see that the changes are posted on the Daily Change Sheet.

To request a change in detail assignment, submit a Cop-out to the detail requested. If approved, have the request approved by the losing detail and submit the signed Cop-out to unit staff. Inmates are to remain on a job assignment for 90 days before being reassigned unless approved by the Unit Manager.

FEDERAL PRISON INDUSTRIES

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Federal Prison Industries (FPI) employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the federal government. FPI at FCI Cumberland produces signs for various government agencies. Profits from FPI fund other inmate programs as well as provide hands-on industrial training for inmates.

**INDUSTRIAL PAY:**

FPI provides five (5) standard hourly rates, (which are subject to change), as follows:

GRADE	HOURLY	DAY	ESTIMATED MONTHLY PAY (21 DAYS)
5	.23	1.73	36.33
4	.46	3.45	72.45
3	.69	5.18	108.78
2	.92	6.90	144.90
1	1.15	8.63	181.23

To be promoted above Grade 4, inmates must have a verified high school diploma or have obtained a GED.

All overtime pay is computed on a double time basis. The normal working day is 7.5 hours. To receive overtime pay you must first have 7.5 hours on the day you work overtime. Inmate payrolls are computed in the Business Office and forwarded to the Commissary the first week of the month following the month being paid. Questions about payroll will be resolved by the detail foreman whenever possible. If you are not satisfied with the Foreman's answer you may submit a Copout to the Business Manager.

All inmates working in FPI receive pay for 10 holidays per year. To be eligible for holiday pay, you must be in FPI work status the work day before and the workday following the holiday.

**LONGEVITY** - Inmates who have worked in Federal Prison Industries for 18 months will be eligible to receive \$.10 for each hour in pay status. Inmates who have worked FPI for 30 months will be eligible to receive \$.15 extra for each hour in pay status. Inmates who have worked for FPI for 42 months will be eligible to receive \$.30 extra per hour in pay status.

Inmates who have been in Grade 1 positions for six months or more are eligible to be considered for premium pay which is an additional \$.20 over base pay. Premium pay is used to reward inmates who regularly and routinely make contributions to FPI operations that exceed the standards required of them. Such inmates should assist in training new inmate workers, demonstrate leadership qualities and make contributions to the efficiency of production and operations. Premium pay is limited to 10% of all Grade 1 workers.

**FOOD SERVICE**

Inmates at FCI Cumberland are provided nutritious and appealing meals. Along with the scheduled meal, a salad bar is available for the lunch and dinner meals. Food

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portions will be indicated on the menus and the Cook Supervisors will ration the following items: main entree', dessert, sugar and fruit. Other items will not ordinarily be rationed as long as there is no excess waste. Food Service also offers a Common Fare menu which may be applied for by submitting a written request to the Chaplain.

The only authorized headgear in the food service area are Muslim or Rastafarian Kufis, Native American headbands or Jewish Yarmulkes. Radios, laundry bags, books, personal plates or silverware will not be permitted in food service.

The meal hours established at FCI Cumberland are as follows:

BREAKFAST	Monday-Friday	6:00 a.m.
LUNCH	Monday-Friday	11:00 a.m.
DINNER		Daily after the 4:00 p.m. count has cleared
COFFEE HOUR	Weekends/Holidays	7:00 a.m.
BRUNCH		Weekends/Holidays 10:45 a.m.

All holiday and picnic meals will be served on a schedule as designated by the Food Service Administrator, and will be reflected on the cycle menu.

FCI Cumberland utilizes a scanner to track inmates who eat more than once per meal. Those inmates identified as eating more than once per meal may receive a Incident Report and be charged a \$1.75 fee.

#### EDUCATION PROGRAMS

The Education Department at FCI Cumberland offers a variety of programs for all skill levels. Some of the activities that are available include GED classes, ESL classes, VT classes, ACE classes, Parenting classes, leisure time activities and library services. As new educational activities become available, flyers are posted in the units, education, and recreation. The flyers will contain information about each class to include sign-up procedures. Both, a law library and leisure library, are maintained in the Education Department. There is also a leisure library extension services located in recreation.

More information about the Education Department is available in a separate booklet which is provided during the Admission and Orientation program.

#### RECREATION, LEISURE AND SOCIAL PROGRAMS

Leisure activities and recreational programs are also supervised by the Education Department. These programs help develop an individual wellness concept for participants. Programs include indoor and outdoor activities, and range from individualized arts and crafts programs to intramural team sports such as softball, basketball and volleyball. Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good personal relations and stress reduction. In addition, inmates can learn to use their free time constructively.

A variety of activities are available on the recreation yard, in the gymnasium, and in the leisure center for 'off-duty' inmates. Special events, including unit or institution-wide tournaments, are held on all major holiday and weekends.

#### COUNSELING ACTIVITIES

There are many alternatives for inmates who have personal problems and desire to

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correct them. These options include Narcotic's and Alcoholic's Anonymous, self-image groups and other voluntary groups. Inmate participation in these activities will be encouraged upon staff's assessment of inmate needs, but participation in such activities is voluntary. However, when recommended by the inmates Unit Team, they are strongly encouraged to participate. Staff in each unit are available for informal counseling sessions and formal group counseling activities.

Inmates who were sentenced or had release revoked after September 1991, and meet one of the following criteria are required to participate in substance abuse counseling:

- Have a judicial recommendation for institutional drug treatment
- Drug or alcohol use contributed to the commission of the instant offense
- Drug or alcohol use was one of the reasons for a violation of supervised release, parole, or community corrections center placement
- Other interested inmates may contact the Drug Abuse Counselor by Copout to express their desire to participate in the Program.

Residential drug abuse treatment is available to any inmate who qualifies for admission based on documentation of a history of severe substance abuse. This is an intensive nine-month treatment program which also includes a community corrections component of an additional six months of community based treatment. FCI Cumberland has a Residential Drug Abuse Treatment Program which is based in Unit D-2. Non-residential drug abuse treatment is also available for inmates at FCI Cumberland. This program is designed for inmates who wish to receive treatment for substance abuse problems, but who do not qualify for residential drug treatment or lack sufficient time remaining on their sentence for participation in this program.

PSYCHOLOGY AND PSYCHIATRY PROGRAMS

The Psychology Services Department at FCI Cumberland is available to the inmate population Monday through Fridays from 7:30 a.m. to 4:00 p.m. on an appointment basis only. Appointments can be made by submitting a Copout to Psychology Services, the Unit Team or Health Services. Inmates experiencing an emergency situation to include serious depression or suicidal thoughts, should report this to the nearest staff member. Under these circumstances, inmates are generally seen immediately by Psychology staff. An on-call Psychologist is available after hours to deal with emergency situations which may arise on evenings or weekends. Psychology Services generally holds Open House hours twice per week on Tuesday and Thursday from 11:30 am until the afternoon work call. During this time, inmates may walk-in and talk with either a psychologist regarding mental health concerns or a drug treatment specialist for issues regarding drug programming.

Various services provided include individual counseling, crisis intervention, drug and alcohol treatment and special group programs. Popular programs such as Anger Management and Stress Management are offered throughout the year.

Psychology Services staff also work closely with a consulting Psychiatrist and Health Services staff in order to provide treatment to inmates who require medication for various psychological symptoms.

BEDSIDE VISITS / FUNERAL TRIPS

Bedside visits and funeral trips may be authorized by the Warden for an inmate when an immediate family member is seriously ill, in critical condition or has

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passed away. Depending on the inmate's custody classification, one or two staff members will escort the inmate. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met. This may be based on a determination that the perceived danger to Bureau of Prisons staff during the proposed visit is too great, or the security concerns about the inmate outweigh the need for the emergency trip.

CENTRAL INMATE MONITORING SYSTEM

The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be so notified by their Case Manager.

TREATY TRANSFERS FOR NON-U.S. INMATES

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence in a prison there. This is only possible for inmates whose country has a formal prisoner exchange treaty with the United States. The Unit Team is the source of information about these transfers, and can tell an inmate if their home country has signed this kind of agreement with the United States.

ACCESS TO DIPLOMATIC REPRESENTATIVES

If you are a foreign national and wish to correspond with your diplomatic representative, contact a member of your unit team and they will provide you with the address and/or telephone number in order to facilitate contact with your country of citizenship.

MARRIAGES

If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If an inmate requests permission to marry he must:

1. Have a letter from the intended spouse which verifies her intention to be married.
2. Demonstrate legal eligibility to marry.
3. Be mentally competent.

The Chaplains are available to discuss with the inmate and fiancée' the issue of marriage while incarcerated.

RELIGIOUS PROGRAMS

FCI Cumberland offers a wide range of religious programs to inmates. Staff chaplains as well as contract and volunteer representatives of other faiths are available to assist inmates. Special religious diets, holiday observances, and other worship activities are coordinated through the Chaplain's office. Information about these programs is available in the orientation program, and from the Chaplains.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

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Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fees and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include;

- Special assessments imposed under 18 USC 3013
- Court Ordered restitution
- Fines and court costs
- Judgments in favor of the U.S.
- Other debts owed the Federal Government and other court-ordered financial obligations to include child support, alimony and other judgments

Institution staff will assist in planning, however, the inmate is responsible for making all payments required, either from earnings within the institution, or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, the inmate cannot work for Unicor nor receive performance pay above the maintenance pay level (a maximum of \$5.25/month). Additionally, an inmate in refuse status cannot participate in community based programs, will not be considered for transfer, will be placed in the least desirable housing and will have a spending limit of \$25.00 per month in the Commissary.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities and institutional program changes.

You may be identified for priority consideration for UNICOR employment if you have a large court ordered financial obligation. The minimum payment for inmates assigned to Unicor will be \$25.00 per quarter for Grade 5. Grades 1, 2, 3 and 4 will pay a minimum of 50% of their earnings towards their financial obligation.

#### VISITING

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are provided to inmates so they can advise their prospective visitors. The visiting hours for general population inmates are 4:30 p.m. to 8:30 p.m., on Fridays and Mondays, and from 8:30 a.m. to 3:00 p.m. on weekends and all federal holidays. Visiting hours for Special Housing Unit inmates are the same except they will terminate at 8:00 p.m. on weekdays, and 2:30 p.m. on weekends and holidays. Each inmate will be allowed no more than six weekend and holiday visiting days per month. There are no limitations on weekday and non-holiday visits. Unused weekend and holiday visiting days from one month cannot be carried over to the following month. Any visit, regardless of the length, will constitute one day of visiting.

All inmates are asked to submit a visiting list which will be given to their Counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) will be placed on the approved list subject to verification through the Pre-Sentence Investigation (PSI) report for a period of 30 days after the inmate's arrival at FCI Cumberland. During this 30 day time period, the inmate should mail a Visiting Questionnaire form to all proposed visitors including immediate family members. In the event a Visiting Questionnaire form is not returned to the unit team within 30 days, the name of the immediate family member will be removed from the inmate's visiting list until the appropriate form is completed. A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state which recognizes such a status. Other relations and friends may be approved after

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certain checks are made. Requests for approval for these additional visitors should be made to the Counselor at least three weeks in advance of the intended visit.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only on arrival and departure.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean. Authorized dress is the khaki uniform with issued shoes or personal tennis shoes. Inmates must present their identification card to the Visiting Room Officer upon entrance into the Visiting Room.

There are limits on the number and type of articles that can be taken into the visiting room. Items that may be taken into the Visiting Room by an inmate are limited to a comb or pick, wedding band, prescription glasses, handkerchief and a religious medal. All items purchased in the visiting room will be consumed there, and will not be brought into the institution.

Visitors must be properly dressed. Short shorts, halter tops, sweat clothing and other clothing of a suggestive or revealing nature will not be permitted in the visiting room. Footwear must be worn by all visitors. It is the inmates responsibility to notify their visitors of institution visiting rules.

**VISITOR IDENTIFICATION**

Identification is required for visitors. This may include a State Driver's License or State Identification Card, or three other forms of identification (credit cards, Social Security Card, birth certificate, etc.) with full names and signatures affixed. One of the forms of identification must have a photograph. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. In addition, random visitors will be checked using the ION Scanner. This device is used to detect traces of narcotics. Visitor's purses, attorney's briefcases, etc., may also be searched. Other personal articles belonging to visitors must be placed in lockers provided by the institution or may be left in their cars.

Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. Also, a limited amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room. As vending machines are available for visitor use, food may not be brought into the visiting room.

Inmates are not allowed to handle any type of money while in the Visiting Room. Only visitors may utilize the vending machines. Photograph tickets may be purchased in the commissary. The maximum amount an inmate may purchase or have in his possession is 25.

Visitors will not be allowed to leave the visiting room to retrieve any items left outside the institution. Once the visitor leaves the visiting room, the visit is terminated. The only exception to administer medication that requires a syringe.

Inmates are not allowed to receive either coins or money for their Commissary account while in the visiting room. Money for Commissary accounts should be sent through the mail using a U.S. Postal Money Order.

**MEDICAL SERVICES**



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SICK CALL PROCEDURES

Sick call sign up for emergency sick call is held Monday through Friday, from 6:30 a.m. to 7:00 a.m. Inmates must present their identification cards to the person at the sign-up desk, and an appointment time will be issued for emergency sick call. In order for inmates to be released from their work detail, the appointment slip must be shown to their detail supervisor.

For routine Sick Call sign up, inmates must obtain a sick call sign up sheet from their housing unit officer. This form will be completed and turned into the collection box inside the front entrance of the Health Services Department. All Sick Call sign up sheets are collected at 10:00 a.m. Monday through Friday. Appointments to include the date and time will be posted on the Call-outs. Inmates may be subject to disciplinary action for failure to report to call-outs.

If an inmate arrives late without a verified excuse from a staff member, the appointment will be canceled and the process will have to be restarted. It is the inmate's responsibility to notify his detail supervisor of the appointment ahead of time in order to be on time.

Upon arrival at the scheduled appointment time, inmates will sign in at the Medical Records Office. Once signed in, inmates must remain seated in the waiting room until their names are called. Once inside Health Services, inmates will not be permitted to leave the area until released by medical staff.

There is a \$2.00 copay for all inmate requested visits to health care providers. The law that permits the Bureau of Prisons to collect this money is called the Federal Prisoner Health Care Copayment Act of 2000. Inmates must pay a fee for health care services of \$2.00 per health care visit for the following: health care services in connection with a health care visit that the inmate requested; are found responsible through the Disciplinary Hearing Process to have injured an inmate, who, as result of the injury, requires a health care visit, or visits.

The following health care services will be provided without a copay fee:

- a. Health care services based on health care staff referrals;
- b. Staff-approved follow-up treatment for a chronic condition;
- c. Preventative health care services;
- d. Emergency services;
- e. Diagnosis or treatment of chronic infectious diseases;
- f. Mental health care;
- g. Substance abuse treatment;
- h. Urgent treatment; and
- i. Treatment of acute injuries.

Some of the health care services based upon staff referrals, follow-up treatment for chronic conditions, and preventative health care include, but are not limited to:

- a. Blood pressure monitoring;
- b. Glucose monitoring;
- c. Insulin injections;
- d. Chronic care clinics;
- e. Testing for tuberculosis;
- f. Vaccinations;
- g. Wound care; and
- h. Patient education, etc.

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Based upon the health care provider's clinical evaluation and diagnosis of the inmate, Health Services Staff will determine whether a copay fee will be charged. All visits will be entered into the TRUFACS system by registration number and pay status. If inmates are indigent (an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days) they will not be charged for the visit. Inmates who are not indigent, but do not have the funds available in their trust fund account will still be charged, and their account will go into a negative balance.

DENTAL SICK CALL PROCEDURES

The emergency dental sick call is held Monday, Tuesday and Thursdays from 6:30 a.m. to 7:00 a.m. Inmates must present their identification cards to sign up for emergency Dental sick call. There are only a limited number of emergency dental sick call appointments issued each day.

On arriving in the dental office, inmates must present their identification cards to the dental staff. After signing in, inmates will remain seated in the waiting room until their name is called. Inmates will not be permitted to leave the area until released by medical staff. Everyone who requests care will be placed on Callout when they move to the top of the waiting list.

EMERGENCY MEDICAL CARE

Inmate injuries or illnesses of an emergency nature must be brought to the attention of the work supervisor, recreation supervisor, unit officer, or any other staff member immediately. They will notify Health Services for instructions PRIOR to your release from the area you are in. Your supervisor must notify the Health Service Department PRIOR to your release from the area you are in. Emergencies are considered to be chest pains, active severe bleeding, broken bones, or life-threatening situations. All non-emergencies will be handled through sick call only. Injuries must be reported to a staff member immediately, and the staff member must then notify health services. An injury will be considered suspicious if it is not reported immediately and an accident report has not been completed. All suspicious injuries will be reported to the Operations Lieutenant. All emergencies of a dental nature should be directed to the dental office by your supervisor.

REQUESTS TO SEE THE DOCTOR

The Doctor schedules appointments by either referral through the Mid-Level Practitioners or by the submission of a Cop-out written to them, or through chronic care clinic appointments. All medical problems should be handled through Sick Call before requesting an appointment with the doctor. Doctors/Mid-Level Practitioners will not see walk-in patients. The Doctor normally will not see patients who have signed up for sick call.

HIV EDUCATION

An HIV Education Program for inmates is available periodically. HIV information is available from the Health Services Department. You must have a current HIV test to be released on furlough, halfway house, parole, etc.

INMATE REQUEST TO STAFF MEMBER (COP-OUT)

Questions regarding medical care should be taken care of through sick call. Questions regarding the Health Services Department should be addressed to the specific person or area via Copout. Questions or requests pertaining to the

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Health Services Administrator or Assistant Health Services Administrator must first be addressed via Cop-out. If a meeting is found to be necessary, the administrator or his/her assistant will respond to your Copout and give you an appointment time. The Health Services Administrator or Assistant Health Services Administrator stands mainline on a daily basis, and will attempt to answer questions at that time. All correspondence directed to the Health Services Department must be on the standard form entitled Inmate Request To A Staff Member, (Cop-out).

MEDICAL/DENTAL APPOINTMENTS

The majority of medical appointments appear on the Call-outs. It is the inmate's responsibility to check the Call-outs each day to see if they are scheduled for any such appointment. Failure to appear for scheduled appointments may adversely affect the continuity of care you are to receive. Those not reporting for their Callout may receive an Incident Report.

PHYSICALS

All newly committed inmates will receive a physical examination within 14 days of arrival. (Includes parole violators, RRP returns, and escapees). A complete physical examination will be required for inmates who are out of BOP custody for more than 30 days (e.g. furlough, writ, or residential re-entry enter failure).

Periodic health examinations including age-specific preventative health examinations (e.g. cancer screening) for the inmate population will be provided at the Clinical Director's discretion.

Inmates being released from custody may request a medical evaluation if he has not had one within one year prior to the expected date of release. This examination should be conducted according to Program Statement 6031.01, page 29.

All inmates must have a PPD on a yearly basis. This will be done during the inmate's birth month. All inmates must have current PPD and/or chest x-ray, or remain symptom-free prior to transfer to any bureau facility.

INTAKE SCREENING

All new arrivals will have medical screening performed by medical staff upon arrival at the institution, and prior to being placed in general population. All sentenced/designated inmates will receive a complete physical examination, including lab tests, within 14 days of their arrival. Normally, physical examinations will be scheduled on Thursday mornings.

SPECIAL HOUSING UNIT INMATES

A Physician's Assistant or Registered Nurse will make rounds in the Special Housing Unit on a daily basis. Requests for consultation with the Clinical Director, or the Dental Officer, will be processed in the same manner as those of general population.

Pill Line medications will be given as required by medical staff on a daily basis. Inmates will be escorted to the Health Services Department only if the medical request or problem cannot be adequately addressed in the Special Housing Unit.

PHARMACY/PILL LINE PROCEDURES

Inmates must present their identification and pill line cards to receive pill line

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medication. Inmates must also show their identification card to pick up prescribed medication. There will be no exceptions. Inmates may purchase over the counter medications at the commissary. If you are unable to do so, you may report to sick call to be seen, and a prescription will be written if deemed clinically necessary. Over the counter medication will not be given out at the pharmacy without a prescription. Some prescriptions have refills available. (This information will be annotated on the label.) Information regarding refills is printed on the label and is available from the Pharmacist. All prescriptions must be picked up from the pharmacy within four days of the prescription being written, or they will be returned to stock, and the inmate will have to obtain a new prescription from sick call. Certain medication cannot be given to inmates except at pill line in single doses. When you are prescribed this type of medication, you will receive a pill line pass.

PILL LINE TIMES

*WEEKDAYS*

TIMES	GENERAL NOTES
6:00am-6:30am	Morning doses and insulin
11:30am-12:15pm	Pick up new prescriptions from previous day and refills, midday doses
3:30pm-3:45pm	Afternoon doses
4:45pm-5:00pm	Insulin only
7:00pm-7:30pm	Bedtime doses

*WEEKENDS AND HOLIDAYS*

TIMES	GENERAL NOTES
7:00am-7:15am	Morning doses and insulin. Diabetics must go to coffee hour, not brunch.
11:30am-12:15pm	Midday doses only
4:45pm-5:00pm	Insulin and afternoon doses only
7:00pm-7:30pm	Bedtime doses only

OVER-THE-COUNTER MEDICATIONS

This program establishes a program allowing inmates improved access to Over-The-Counter (OTC) Medications by making them available for sale in the commissary and improves the allocation of medical resources so that inmates' medical needs will continue to be met.

During institution triage/sick call, medical staff will refer inmates to the commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

Examples of these complaints are:

- a. Occasional constipation
- b. Seasonal allergies
- c. GI upset

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- d. Dandruff
- e. Uncomplicated Athlete's Foot
- f. Acne
- g. Chapped Lips
- h. Dry skin
- i. Muscle Aches from Exertion

Inmates will purchase OTC medications from the commissary with their personal funds. However, inmates will be given OTC medications at the institution pharmacy if they are determined to be indigent (have less than a \$6.00 balance in their trust fund account for the last 30 days).

PATIENT RIGHTS AND RESPONSIBILITIES

See Attachment C.

MEDICAL RECORDS

An inmate may request a copy of his medical record by sending a Copout to Medical Records. Inmates will be charged for copies exceeding 180 pages. Inmates are not permitted to receive a copy of their HIV results while incarcerated.

ON-THE-JOB INJURIES

If an inmate is injured while performing an assigned task, he must immediately report the injury to his work supervisor. The work supervisor will then report the injury to the institution Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor.

If injured while performing an assigned duty, a claim for compensation may be submitted. A medical evaluation must be included in the claim before any compensation can be considered.

LIVING WILLS

Living wills are not used in general population institutions to withhold resuscitative services. If resuscitative services are required while in the general population of a Bureau of Prisons institution, or while in transit to a community hospital or MRC from a general population institution, all necessary resuscitative services shall be provided despite the presence of a living will. When it is determined that the terms of the living will should be carried out, either the community based hospital or the Bureau of Prisons referral center will implement the terms based upon current circumstances. See Attachment D.

MRSA

Staphylococcus Aureus is a common bacteria found on many individuals' skin usually not causing any problems. However, once inside the body, for example inside the skin or lungs, it can cause serious infections such as boils or pneumonia. Methicillin Resistant Staphylococcus Aureus (MRSA) refers to the bacteria that is resistant to the antibiotics that were formerly used to treat it.

MRSA is frequently found in prison populations since this bacteria is frequently found on many surfaces. Good hygiene, especially good hand hygiene, is the best way to stop the chain of infection of MRSA. Another way to prevent the chain of infection of MRSA is to ensure that all areas including housing units, equipment used in the Recreation Department, seat backs in the Food Service Department,

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etc., are cleaned frequently. At FCI Cumberland, the most common cause of MRSA infections has been tattooing. Tattooing is a prohibited act inside the Bureau of Prisons. MRSA is just one more reason to **NOT** get a tattoo while incarcerated.

Once it is determined that an individual has an MRSA infection or boil, the most common course of treatment is incision and drainage of the wound. Sometimes it is necessary to put an infected individual on antibiotics; however, incision and drainage are effective at treating these infections most of the time. Frequently inmates report having "spider bites" which turn out to be MRSA infections. If you notice that you have a boil, "spider bite," pustule, or anything else that may fit that description, report to sick call for evaluation.

**CONTACT WITH THE COMMUNITY AND PUBLIC**

TELEPHONE

The Bureau of Prisons extends telephone privileges as part of its overall correctional management. Telephone privileges are a supplemental means of maintaining community and family ties that will contribute to an inmate's personal development. An inmate may request to call a person of his or her choice outside the institution on a telephone provided for that purpose.

You may only place calls to your list of approved telephone contacts. Only you may use your telephone account or speak on calls placed on your telephone account. Anyone found using another inmate's telephone account may subject both individuals to disciplinary action. If you have questions regarding what we allow on the telephone, you should ask a staff member before using the telephone.

We prohibit any immediate forwarding or relaying of your telephone call or communication by your called party. For example, calls may not be electronically forwarded to another telephone. You may not make three-way calls or have your called party relay information from you to a third-party while you are on the telephone. You may not talk in code or participate in a conference call. You may not use the telephone to arrange, plan or commit criminal or prohibited acts.

We impose disciplinary sanctions for abuse of the telephone privileges. If you discover your called party is committing a prohibited activity, e.g., three-way call, forwarding the call to another number, relaying communications to another party, etc., immediately hang up the telephone and report the incident to a staff member.

With ITS 2000, the called party can deny or block future telephone calls from inmates through their home telephone. A voice prompt will direct them through the process. After the intended recipient blocks their telephone number via his/her telephone, we can only unblock the number after recipient of a written request requesting reinstatement. Reinstatement requests should be sent directly from the intended recipient by mail to the institution marked for the attention of the Trust Fund Supervisor.

To ensure the called party's identity, the request for reinstatement must include a copy of a recent telephone bill. Trust Fund staff will then process this request expeditiously.

All calls are limited to 15 minutes. The system provides a warning tone approximately one minute before the call is disconnected. Upon completion of a telephone call, inmates are not permitted to make another call for 15 minutes. Inmates are only authorized to make up to 300 minutes per month of debit calls or

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collect calls. The use of a telephone must not interfere with institution schedules, programs, work assignments or counts.

Inmates in Disciplinary Segregation and Administrative Detention may make a limited number of calls utilizing the Inmate Telephone System (ITS). Inmates in the Special Housing Unit requesting legal calls should submit a Copout to a member of their Unit Team.

CORRESPONDENCE

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail must be unsealed when deposited in the unit mailbox. The outgoing envelope must have the inmate's name, registration number, and full return address in the upper left hand corner and include 'Federal Correctional Institution' as opposed to 'FCI.' Inmates must assume responsibility for the content of all letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate will be notified of this placement and will have the opportunity to respond.

INCOMING CORRESPONDENCE

First class mail is distributed Monday through Fridays by the evening watch housing unit officer. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by unit staff Monday through Friday. Inmates must have their identification cards with them. The designated unit staff member will open incoming special mail only in the presence of the inmate for inspection for physical contraband, and the qualification of any enclosures as special mail. The correspondence may not be read or copied if the sender is adequately identified on the envelope, and the front of the envelope is marked 'Special Mail - Open only in the presence of the inmate.'

Without adequate identification as Special Mail, staff will treat the mail as general correspondence. In this case, the mail may be opened, read and inspected. It is the inmate's responsibility to notify the legal representative of these requirements, via (Attachment F) Special Mail Notice(BP-S493.058).

The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. There will be no mail delivery on weekends and holidays.

Inmates are asked to advise those writing to them to put the inmate's register number and unit on the envelope to aid the prompt delivery of mail. Inmate packages (weighing in excess of 16 oz.) received at the institution must have prior authorization. Inmate mail should be sent to:

*Inmate Name, Register #  
FCI Cumberland, Unit #  
P.O. Box 1000  
Cumberland, MD 21501-1000*

INCOMING PUBLICATIONS

Inmates may subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers,

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and catalogs. An inmate may receive soft-cover publications, i.e., paperback books, etc., from any source. Publications received from a private party must be sent in an envelope and include exterior markings which specify the contents or states, "Authorized material enclosed." Packages received without those markings will not be accepted and will be stamped, "Return to Sender." An inmate may receive hardcover publications only from a publisher or a book club. Accumulation of publications will be limited to five magazines which are not more than 3 months old, and five books excluding current school and/or VT program reading material.

All publications must be stored in the locker provided as no extra locker or storage space will be authorized.

The Warden may reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected include, but are not limited to;

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- Any sexually explicit material which poses a threat to the security, good order or discipline of the institution to include sado-masochistic material, bestiality, or material that involves children.
- It encourages or instructs in the commission of criminal activity.

OPEN HOUSE

The Inmate Systems Department will conduct an open house on Tuesday and Thursday from 11:00 a.m. through the closing of the noon meal. During this time, staff will be available to answer questions regarding mail, detainers, or personal property. When a holiday falls on Monday, open house will be held on Wednesday.

SPECIAL MAIL

'Special Mail' is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to:

- President and Vice-President of the United States
- U.S. Department of Justice to include the Bureau of Prisons
- U.S. Attorney's Offices
- Surgeon General
- U.S. Public Health Service
- Secretary to the Army, Navy or Air Force
- U.S. Courts
- U.S. Probation Officers
- Members of the U.S. Congress
- Embassies and Consulates
- Governors
- State Attorney General



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- Prosecuting Attorneys
- Directors of State Departments of Corrections
- State Parole Commissioners
- State Legislators
- State Courts
- State Probation Officers
- Other Federal and State law enforcement officers and attorneys
- Representatives of the news media.

Outgoing legal mail should be taken to the Inmate Systems Department Monday through Friday from 11:00 a.m. through the end of the noon meal. Inmates must have their identification cards with them.

INMATE CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA

An inmate may write through Special Mail procedures to representatives of the news media if the representative is specified by name or title.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in the Bureau of Prisons.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, and inspected for contraband, qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

CORRESPONDENCE BETWEEN CONFINED INMATES

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action in which both parties are involved. The following additional limitations apply:

- Such correspondence may always be inspected and read by staff at the sending and receiving institutions. It may not be sealed by the inmate.
- The Superintendent/Warden at both institutions must approve the correspondence. Inmates may request correspondence privileges with another inmate by submitting a Copout to the appropriate Case Manager.
- When both inmates are confined in BOP institutions, correspondence must be approved by the Unit Managers for both inmates.

REJECTION OF CORRESPONDENCE

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include:

- Matter which cannot be mailed under law or postal regulations.
- Information of escape plots, plans to commit illegal activities, or to violate institution rules.

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- Direction of an inmate's business (prohibited act 408-an inmate may not direct a business while confined). This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

NOTIFICATION OF REJECTION

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for the rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Associate Warden of Programs shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence will ordinarily be returned to the sender.

MAILING OF INMATE PROPERTY

Inmates wishing to have personal items mailed into the institution will send an Copout to the department head responsible for the requested item as follows:

- *Health Services Administrator* - Prosthetic devices, and hearing aids that cannot be provided by the institution.
- *Unit Manager* - Release clothing and prescription eyeglasses.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not accept any item or package for delivery unless this approval form is on file.

CHANGE OF ADDRESS/FORWARDING OF MAIL

Upon release, an inmate's first class mail will be forwarded for 30 days after release using the inmate's listed release address. Bulk rate mail (e.g., newspapers, etc.) will be returned to sender. After 30 days, all mail will be returned to sender with the exception of special mail.

CERTIFIED/REGISTERED MAIL

Inmates desiring to use certified, registered, or insured mail may do so, subject to procedures established at the institution. Inmates are not provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

FUNDS RECEIVED THROUGH THE MAIL

No funds should be forwarded directly to an inmate. The Federal Bureau of Prisons' requires that all funds being mailed to inmates be sent to the Federal Bureau of Prisons' National LockBox. The funds should be sent as follows:

Federal Bureau of Prisons  
Insert Inmate Name  
Insert Register Number

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Post Office Box 474701  
Des Moines, Iowa 50947-0001

It should be noted that to assure the correct posting of accounts, cash, and personal checks should not be forwarded to the LockBox. An inmate's committed name and register number must be printed on all money orders; U.S. Treasury, state, and local government checks; any foreign negotiable instruments payable in U.S. Currency; and envelopes.

**ACCESS TO LEGAL SERVICES**

LEGAL CORRESPONDENCE

Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney. The front of the envelope must be marked "Special Mail - open only in the presence of the inmate." It is the responsibility of the inmate to advise his attorney about this policy via Attachment F. If legal mail is not properly marked, it will be opened as general correspondence.

ATTORNEY VISITS

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

LEGAL MATERIAL

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

ATTORNEY PHONE CALLS

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must submit a Copout to his Unit Manager. Ordinarily, legal calls are facilitated only when the inmates has an urgent matter before the court. Phone calls placed through the regular inmate phones are subject to monitoring.

LAW LIBRARY

The law library contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open Sunday through Saturday, 7:30 a.m. to 8:30 p.m., excluding count and meal times. The Law Library is closed on Federal holidays. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available in the Special Housing Unit ordinarily via a delivery system or satellite collection.

TYPEWRITERS

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Inmates wishing to use typewriters in the law library for legal work must purchase print wheels, typing ribbon and correction ribbon from the commissary for this purpose.

COPIES OF LEGAL MATERIALS

In accordance with institution procedures, you may copy materials necessary for research or legal matters. A copy machine is available for inmate use utilizing the debit card. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a Copout to their unit team to waive the cost of photocopying. Inmates who are temporarily without funds may be required to complete a BP-199 so any funds received in the inmate's commissary account may be deducted to reimburse the government for the copying expense. In this situation, the cost of copying will be at the same rate as that of the commercial copier in the law library.

FEDERAL TORT CLAIMS

If the negligence of institution staff results in property loss, or damage or personal injury to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. This form may be obtained from the Safety Manager.

FREEDOM OF INFORMATION/PRIVACY ACT OF 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the written consent of, the individual to whom the record pertains, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to the requester shall be processed through the Freedom of Information Act, 5 U.S.C. 552.

INMATE ACCESS TO CENTRAL FILE AND MEDICAL FILE

You may request to review and obtain copies of the disclosable portions of your central file and medical file at any time. This can be accomplished by submitting a Copout to the appropriate Case Manager (Central File) and Health Services (Medical File).

INMATE ACCESS TO OTHER DOCUMENTS

You can request access to the "Non-Disclosable Documents" in your central file and medical file, or other documents concerning yourself that are not in your central file or medical file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons. Such requests must clearly describe the records sought to include the approximate dates covered by the record. You must also provide your full name, register number, current address, and date and place of birth, for identification purposes. The address is;

*Director  
Federal Bureau of Prison  
Attention: FOIA Request  
320 First Street, NW  
Washington, DC 20534*

You may review and copy Bureau of Prisons Program Statements which contain the rules and regulations through the institution's law library. You are responsible for the costs of making personal copies of these documents. Requests for access

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to all other Program Statements shall be processed through the Freedom of Information Act.

A request on behalf of an inmate by an attorney, for records concerning the inmate, will be treated as a "Freedom of Information Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

PROBLEM RESOLUTION

*ADMINISTRATIVE REMEDY PROCESS* - The Bureau of Prisons emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, inmates can resolve a problem by personal contact with staff members, Request to Staff Member forms (Copouts), or with an Informal Resolution form. When those attempts are unsuccessful, a formal complaint can be filed as an Administrative Remedy. (Complaints that have a different statutory authority, like the Federal Tort Claims Act, Inmate Accident Compensation Act, Freedom of Information Act or Privacy Act requests, are not generally appropriate for acceptance under the Administrative Remedy Process.)

*INFORMAL RESOLUTION* - The first step of the Administrative Remedy Process is to attempt an informal resolution. This is accomplished by meeting with your assigned Correctional Counselor to discuss the problem or issue.

*FOR INMATES IN THE GENERAL POPULATION* - The Correctional Counselor will assist you in your attempt to resolve your problem. If resolution is not immediately made, the Counselor will complete an Informal Resolution form and it will be the responsibility of the inmate to contact the appropriate department head in order to resolve the issue. This will ordinarily be done within five work days. If necessary, the Correctional Counselor can assist in coordinating an appointment with the department representative. The Informal Resolution form will then be returned to the Correctional Counselor who will call you in to discuss the results of the informal resolution process.

*FOR INMATES IN THE SPECIAL HOUSING UNIT* - The Correctional Counselor will assist you in your attempt to resolve your problem. If resolution is not immediately made, the Counselor will issue a Counseling Worksheet (SHU informal resolution form), which you will complete, in part, and return to the Counselor, who will contact the affected department for conflict resolution.

A reply from the applicable department and the counselor's response will then be returned on the Counseling Work Sheet (SHU Informal Resolution form).

ADMINISTRATIVE REMEDY PROCESS

If a complaint or grievance was not resolved at that stage, the Counselor will issue a BP-229 (BP-9) form. Inmates will complete Part A of the form, and return the BP-229 to the Counselor who will review the material to ensure a copy of the informal resolution is included. The Counselor will forward the BP-229 complaint to the Administrative Remedy Coordinator for processing.

Complaints must be filed within 20 calendar days from the date of the incident or cause for appeal, unless it was not feasible to file within that period of time.

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The BP-229 complaint will ordinarily be acted on within 20 calendar days with a written response provided to you. This time limit for the response may be extended for an additional 20 calendar days, and you will be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens your immediate health or welfare, the reply must be made as soon as possible or within three calendar days from the receipt of the complaint.

If an inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-229 response attached. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. This form can be obtained from the Counselor. You will be notified of the extension.

If an inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form, and must have copies of the BP-229 and BP-230 responses. This appeal must be received in the Central Office within 30 calendar days from the date of the BP-230 response. The BP-231 form can be obtained from the Counselor. The National Appeal must be answered within 40 calendar days, but the time limit may be extended an 20 days with proper notification.

When writing a BP-229, BP-230, or BP-231, the form must contain the following information:

- Statement of Facts
- Grounds for Relief
- Relief Requested

Requests that do not meet the minimum standards required in policy cannot be accepted, will be rejected, and the inmate's issue will not be investigated. Common errors that cause delays in processing administrative remedy complaints and will be cause for rejecting the complaint include:

- Not attempting informal resolution
- Not including the Informal Resolution Form with the complaint
- Not stating the complaint on the BP-9 form
- Not placing all information on the BP-9 form (who, what, when)
- Forgetting to sign and date the form
- Waiting more than 20 days to start the process

**SENSITIVE COMPLAINTS**

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known by staff in the institution, he may file the complaint on a BP-9 form to the Regional Director. The address is;

*Regional Director, Bureau of Prisons  
Mid-Atlantic Regional Office  
10010 Junction Drive, Suite 100-N  
Annapolis Junction, MD 20701*

An inmate must explain in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the

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Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. The inmate may then pursue the matter by filing a BP-229 (BP-9) at the institution.

**DISCIPLINARY PROCEDURES**

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC), and for more serious violations, the Disciplinary Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts as well as local regulations.

INMATE DISCIPLINE INFORMATION

If a staff member observes or believes they have evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an Incident Report. This is a written copy of the charges against the inmate. The Incident Report shall ordinarily be delivered to the inmate within 24 hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the Incident Report may be attempted by a Lieutenant if the charge is a Moderate or Low Moderate category.

If an informal resolution is accomplished, the Incident Report will be removed from the inmate's central file. If an informal resolution is not accomplished, the Incident Report will be forwarded to the Unit Disciplinary Committee (UDC) for an initial hearing.

INITIAL HEARING

Inmates must ordinarily be given an initial hearing within three work days of the time staff become aware of the inmate's involvement in the incident, excluding the day staff became aware of the incident, weekends and holidays. The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limit of these procedures for good cause. The Warden must approve any extension over five days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the DHO for final disposition.

DISCIPLINARY HEARING OFFICER (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC.

When an Incident Report has been referred to the DHO, the inmate will be provided with advance written notice of the charges no less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. If requested, an inmate will be provided with a full-time staff member to represent him. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing. The staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

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The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for a delay must be documented in the record of the hearing. Final disposition will be made by the DHO.

APPEALS OF DISCIPLINARY ACTIONS

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals of UDC actions are made to the Warden (BP-229). Appeals of DHO actions are made to the Regional Director (BP-230), and the General Counsel (BP-231). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decisions on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

SPECIAL HOUSING UNIT STATUS

There are two categories of the Special Housing Unit. These are Administrative Detention and Disciplinary Segregation.

*ADMINISTRATIVE DETENTION* - Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection or is finishing confinement in Disciplinary Segregation.

*DISCIPLINARY SEGREGATION* - Disciplinary Segregation is used as a sanction for violations of the Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue and shaving utensils. Inmates may possess legal and religious materials while in Disciplinary Segregation. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily to include weekends and holidays. A member of each Unit Team will visit the Special Housing Unit on a daily basis. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

**RELEASE**

SENTENCE COMPUTATION

The Designation and Sentence Computation Center (DSCC) located in Grand Prairie, Texas will be completing all computation of inmate sentences. An inmate will be given a copy of his sentence computation once it is completed and audited by the DSCC. The ISM Department will be able to answer general questions about good time, detainers, and/or pending charges.

FINES AND COSTS



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In addition to jail time, the court may impose a committed or non-committed fine and/or costs. A committed fine means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based upon payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison or transfer to a contract Community Corrections Center.

DETAINERS

Warrants (certified copies) based on pending charges, over-lapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to resolve such cases.

Case Managers may give assistance to offenders in their efforts to have detainers against them resolved by having the charges dropped, restoration of probation or parole status, or through the concurrent service of the state sentence. The degree to which the staff can assist in such matters will depend on individual circumstances.

State detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all untried indictments based on detainers for pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged, except in the states of Louisiana and Mississippi. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because, in some states, the detainer notice of pending charges may start the time running for a Speedy Trial Act Agreement.

GOOD CONDUCT TIME

This applies to inmates who were sentenced for an offense committed on or after November 1, 1987.

The Comprehensive Crime Control Act became law November 1, 1987. The two most important changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be 54 days Good Conduct Time for every year actually served. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for people sentenced for crimes committed after November 1, 1987.

Inmates who were sentenced for an offense committed prior to November 1, 1987, and who have questions regarding good time should refer to the law library, unit staff or the records office of ISM.

RELEASE PREPARATION PROGRAMMING

The Release Preparation Program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. This program offers classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. Probation Officers and other

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agencies and potential employers are available.

RELEASE PLANNING

Release planning for all inmates begins upon the inmate's arrival at the institution. Each inmate should work with his assigned unit team to develop a release plan that is verifiable by the U.S. Probation Office. Inmates will be assisted in their release planning by participating in institutional and unit release preparation.

RESIDENTIAL REENTRY CENTER

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be eligible to participate in a residential reentry center program. Inmates will be reviewed for placement when they are 11-13 months from release.

The Bureau's Community Corrections and Detention Division supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs working under the supervision of the appropriate regional Administrator.

COMMUNITY-BASED RESIDENTIAL PROGRAMS

Community-based residential programs available include both typical Residential Reentry Centers and local detention facilities. Each provides a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray cost of their confinement. The inmate's payment rate during RRC residence is 25% of the inmate's gross income.

Most Bureau of Prisons community-based residential programs are provided in Residential Community Centers (RRC's). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. RRC's are used primarily for three types of offenders:

- Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and re-establishing family ties.
- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.
- Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a pre-release component and a community corrections component. Both components assist offenders in making the transition from an institutional setting to the community. The community corrections component is utilized when RRC placement is needed but it is necessary to restrict the available privileges. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC where recreation, visiting, and other activities are provided in-house.

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The other option for community-based residential programming is local detention facilities. Some of these local facilities have work release programs similar to the Community Corrections Component in a RRC, serving to facilitate the transition from the institution to the community. In these facilities, offenders are employed in the community during the day and return to the institution at night.

**CONCLUSION**

This information will assist inmates in their first days in Federal custody. New commitments should feel free to ask any staff member for assistance, particularly unit staff, or to consult the law library to obtain information relative to particular questions.

The information contained in this handbook is subject to change and all inmates should review the bulletin boards in the housing units daily to keep abreast of changes.

**ATTACHMENT A**  
**INMATE RIGHTS AND RESPONSIBILITIES**

RIGHTS

1. You have the right to expect that as a human being, you will be treated respectfully, impartially, and fairly by all personnel.
2. You have a right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religion affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have a responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law of Bureau rules of institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed, and to respect the rights of other inmates to the use of materials and assistance.

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9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
  10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs and abilities.
  11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and savings accounts, and for assisting your family.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
  10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
  11. You have the responsibility to meet your financial and legal obligations, including but not limited to, court imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

**ATTACHMENT B**

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

GREATEST CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary Transfer (recommend).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	D. Disciplinary segregation (up to 60 days). E. Make monetary restitution.
105	Rioting	F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
106	Encouraging Other to Riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g. cell phones, hacksaw blade)	G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]

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**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE Continued**

<u>GREATEST CATEGORY</u>		
<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
110	Refusing to provide a urine sample or to take part in other drug-abuse testing.	Sanctions A-G]
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
197	Use of the telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of a Greatest Severity nature.</u> ) This charge is only to be used when another charge of greatest severity is not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.	

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum), and from outside secure institutions, <u>without</u> violence.	
201	Fighting with another person	a. Recommend parole date rescission or retardation.
203	Threatening another with bodily harm	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid harm, under threat of informing	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
205	Engaging in sexual acts	
206	Making sexual proposals or threats	
207	Wearing a disguise or a mask	
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
209	Adulteration of any food or drink	
211	Possessing any officer's or staff clothing	C. Disciplinary Transfer (recommend).
212	Engaging/encouraging a group demonstration	D. Disciplinary segregation (up to 30 days).
213	Encouraging others to refuse to work, or to participate in a work stoppage	E. Monetary restitution.
215	Introduction of alcohol into BOP facility	F. Withhold statutory good time]
216	Giving or offering an official or staff member a bribe, or anything of value	G. Loss of privileges: commissary, movies, recreation, etc.
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	H. Change housing (quarters)
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 , damaging life-safety devices	I. Remove from program and/or group activity J. Loss of job K. Impound inmate's personal property L. Confiscate contraband



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M. Restrict to quarters]

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE Continued**

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises/drill (except for drill authorized by staff)	Sanctions A-M
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyzer or take part in other testing of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third party calling; third party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of high severity is not applicable.	

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
300	Indecent Exposure	315 Participating in unauthorized meeting or gathering
302	Misuse of authorized medication	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	
304	Loaning of property or anything of value for profit or increased return	
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	A. Recommend parole date rescission or retardation.
306	Refusing to work /accept program assignment	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
307	Refusing to obey an order of any staff member (May be categorized in terms of greater severity, according to the nature of the order; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample would be charged as Code 110)	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
308	Violating a condition of a furlough	
309	Violating a condition of a community program	
310	Unexcused absence from work or assignment	
311	Failing to perform work as instructed	C. Disciplinary Transfer (recommend).
312	Insolence towards a staff member	
313	Lying/providing a false statement to staff	D. Disciplinary segregation (up to 15 days).
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; counterfeiting release papers to effect escape.	E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, etc.

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- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. Extra duty.]

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE Continued**

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
316	Being in an unauthorized area	escape or escape attempt, or to serve as a weapon
317	Failure to follow safety/sanitation rules	capable of doing serious bodily harm to others, or
318	Using any equipment or machinery which is not specifically authorized	not hazardous to institutional security or personal safety; Other
319	Using any equipment or machinery contrary to instructions or posted safety standards	non-hazardous contraband includes such items as food or cosmetics)
320	Failing to stand count	
321	Interfering with the taking of count	332 Smoking Where Prohibited
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money/anything of value to, or accepting money/anything of value from another inmate or person without staff authorization	Sanctions A-N
329	Destroying, altering or damaging government property, or that of another person, having a value of \$100.00 or less	
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an	

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE Continued**

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	Sanctions A-N
398	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the Moderate Severity nature.</u> ) This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the Moderate Severity nature.</u> ) This charge is to be used only when another charge of moderate severity is not applicable.	

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the prohibited act within 6 months) (a good conduct time sanction may not be suspended). See Chap 4, Page 16 for VCCLEA violent and PLRA inmates.
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	
410	Unauthorized use of mail (Restriction or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101 Assault.)	E. Make monetary restitution F. Withhold statutory good time. G. Loss of privileges: movies, recreation, etc. H. Change housing I. Remove from program and/or group activity.
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15 minute time limit for telephone calls; using the telephone in an unauthorized area; placing an unauthorized individual on the telephone list).	J. Loss of job. K. Impound personal property L. Confiscate contraband.
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Mode-rate Severity nature.</u> ) This charge is to be used only when another charge of low moderate severity if not applicable.	M. Restrict to quarters. N. Extra duty. O. Reprimand. P. Warning.

**NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.**

**ATTACHMENT C**

**FEDERAL BUREAU OF PRISONS**  
**HEALTH CARE RIGHTS AND RESPONSIBILITIES**

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health services include medical sick call, dental sick call and all support services. Sick call at FCI Cumberland is conducted Monday through Friday (emergency sick call) from 6:30am to 7:00pm.
2. You have the right to be offered a "Living Will", or provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have a responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.

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7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain disclosable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a physical examination, as defined by Bureau policy. Periodic health examinations including age-specific preventative health examinations (e.g. cancer screening) for the inmate population will be at the discretion of the Clinical Director. You may request a physical examination if you are being released from custody and you have not had a physical examination within one year prior to the expected date of release.
13. You have the right to dental care as defined in Bureau policy to include preventive services, emergency care and routine care.
14. You have the right to a safe, clean and healthy environment, including smoke free living areas.
15. You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.
10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain a safe and clean environment in consideration for others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You are also responsible for signing the

treatment refusal form.

**ATTACHMENT D**

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September 15, 1996  
Attachment VI-C, Page 1

**DECLARATION**

TO MY FAMILY, DOCTORS, AND ALL THOSE CONCERNED WITH MY CARE:

I, \_\_\_\_\_, being of sound mind, willfully and voluntarily make known my directives to be followed if I am in a terminal and irreversible condition and become unable to participate in decisions regarding my health care. I understand that my health care providers are legally bound to act consistently with my wishes, within the limits of reasonable medical practice and other applicable law. I also understand that I am able to revoke this declaration at any time.

It is my wish that my dying will not be artificially prolonged under the circumstances set forth below and do hereby declare:

If at any time I should have an incurable injury, disease, or illness certified to be a terminal and irreversible condition by two persons who qualify as health care providers, and the health care providers have determined that my death will occur whether or not life-sustaining procedures are utilized and where the application of life-sustaining procedures would serve only to prolong artificially the dying process, or that I have entered a persistent vegetative state, I direct that such life-sustaining procedures be withheld or withdrawn. It is further my wish that I be permitted to die naturally with only the administering of medication or the performance of any medical procedure deemed necessary to provide me with comfort care.

In the absence of my ability to give directions regarding the use of such life-sustaining procedures, it is my intention that this declaration shall be honored by my family and health care providers as the final expression of my legal right to refuse medical or surgical treatment and accept the consequences from such refusal.

I recognize that my health care providers will attempt to act consistently with my instructions, within sound medical judgment and subject to legitimate governmental interests. I hereby authorize them to enter and participate in any judicial or administrative proceeding necessary to review or to uphold this declaration. I agree that this proceeding should be a private and speedy one, so that my wishes can be complied with as soon as practicable.

I understand that such proceeding would be performed on my behalf and, when applicable, the Federal Bureau of Prisons has my permission to file pleadings in my name and to request that judicial or administrative costs or other kind of payment not be assessed against the Bureau of Prisons.

I hereby request that the following person(s) be notified of my condition and my wishes as expressed in this declaration as soon as it is practicable and after my health care providers have certified that I have suffered a terminal and irreversible condition:



**FCI CUMBERLAND**  
**ADMISSION & ORIENTATION HANDBOOK**  
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Name(s)

Address and Telephone Number

Relationship

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Further instructions.

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Should any portion of this declaration be declared invalid, such invalidity shall not affect other parts of the declaration, which can be given effect independent of the invalid portion.

I understand the full import of this declaration, and I am mentally competent to make this declaration and do so without duress of any kind.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
City, Parish, and State of Residence

The declarant is personally known to me, and I believe the declarant to be of sound mind. I certify that the declarant voluntarily signed this declaration.

Signed,

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Witness' Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

**Reminder: Keep a copy of the signed declaration and return the original so it can be placed in your health record.**

**ATTACHMENT E****FCI ADMISSION & ORIENTATION SCHEDULE****WEEK ONE**

TUESDAY	10:00am	Roll Call/A&O Coordinator
	10:15am	Introduction, Orientation, Expectations and Procedures
WEDNESDAY	7:30am	Health Services Unit Call-Outs (New Federal Inmates)
THURSDAY	12:30pm	Education Call-Outs - Interview & Testing (All A&O Inmates)
FRIDAY	Call-Outs	Psychology Interviews

**WEEK TWO**

TUESDAY	12:30pm	Roll Call
	12:35pm	Financial Management
	1:00pm	Associate Warden- Programs/Operations
	1:30pm	Facility Operations (Mechanical Services)
	2:00pm	Federal Prison Industries (UNICOR)
	2:30pm	Case Management Coordinator
	3:00pm	Religious Services
WEDNESDAY	12:30pm	Roll Call
	12:35pm	Correctional Services
	1:00pm	Safety/Sanitation
	1:30pm	Health Services Unit
	1:45pm	Food Service
	2:00pm	Education/Recreation
	2:30pm	Psychology Services
	3:00pm	Inmate Systems Management
THURSDAY	12:45pm	Roll Call
	1:00pm	Closing Discussion (A&O counselor)
FRIDAY	Movement to designated housing unit.	

**FPC ADMISSION & ORIENTATION SCHEDULE**

WEDNESDAY	7:45am	Roll Call
	8:00am	Food Service
	8:30am	Safety/Sanitation
	9:00am	Case Management Coordinator
	9:30am	AIDS Film/Break
	10:15am	Health Services
	10:30am	Education/Recreation
	11:00am	Lunch
	12:00pm	Roll Call
	12:15pm	Religious Services
	12:30pm	Financial Management (Business Office)
	1:00pm	Inmate Systems Management
	1:30pm	Correctional Services
	2:00pm	Facilities Operations
	2:20pm	Psychology/RDAP
	3:00pm	Camp Unit Manager
	3:30pm	Federal Prisons Industries (UNICOR)

Attachment F

SPECIAL MAIL NOTICE

U.S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF PRISONS

To The Inmate:

It is suggested you provide this instruction sheet for special mail privileges to our attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with your attorney(s).

To The Attorney:

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this occur, Bureau policy requires that **you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail - Open Only in the Presence of the Inmate"** or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

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